



CITY OF CARMEL

DEMOLITION PERMIT APPLICATION

For Commercial and Residential Demolitions

PERMIT # _____

BUILDER OF RECORD	NAME		PHONE		FAX	
	STREET ADDRESS		CITY		STATE ZIP	
	E-MAIL ADDRESS		BEST METHOD OF CONTACT			
PROPERTY OWNER	NAME		PHONE		FAX	
	STREET ADDRESS		CITY		STATE ZIP	
PROJECT LOCATION	PROJECT OR TENANT		COMPLEX AND/OR BUILDING		NUMBER OF FLOORS	ELEVATOR <input type="checkbox"/> YES <input type="checkbox"/> NO
	STREET ADDRESS, INCLUDING SUITE NUMBER		CITY		STATE	ZIP
	HAMILTON COUNTY PARCEL NUMBER		ZONING	FLOOD ZONE/S		
	SEWER UTILITY		WATER UTILITY		SEWER/WATER UTILITIES EXCAVATOR	
LOT SPLIT <input type="checkbox"/> YES <input type="checkbox"/> NO						
TYPE OF PERMIT EARLY RELEASE <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF CONSTRUCTION <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INSTITUTIONAL – <input type="checkbox"/> Municipal / Public Building <input type="checkbox"/> School <input type="checkbox"/> Church <input type="checkbox"/> MULTI-FAMILY _____ Number of Units					
	TYPE OF IMPROVEMENT <input type="checkbox"/> NEW STRUCTURE <input type="checkbox"/> NEW TENANT FINISH <input type="checkbox"/> ATTACHED GARAGE <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> CELL TOWER <input type="checkbox"/> ADDITION – <input type="checkbox"/> Room/s <input type="checkbox"/> Porch <input type="checkbox"/> Deck <input type="checkbox"/> REMODEL <input type="checkbox"/> DETACHED GARAGE <input type="checkbox"/> DEMOLITION <input type="checkbox"/> CO-LOCATE					
PROJECT PDF PLANS <input type="checkbox"/> CD <input type="checkbox"/> E-MAIL	PLAN COMMISSION / BZA / BPW DOCKET NUMBER/S AND/OR TAC DATE/S		ESTIMATED COST OF CONSTRUCTION, EXCLUDING LAND		SQUARE FOOTAGE	
	TYPE OF FOUNDATION <input type="checkbox"/> SLAB <input type="checkbox"/> BASEMENT – <input type="checkbox"/> WALK-OUT <input type="checkbox"/> CRAWLSPACE <input type="checkbox"/> POST & BEAM <input type="checkbox"/> POST & PIER		MANUFACTURED TRUSSES <input type="checkbox"/> YES <input type="checkbox"/> NO		SUMP PUMP <input type="checkbox"/> YES <input type="checkbox"/> NO	
				PORCH <input type="checkbox"/> YES <input type="checkbox"/> NO		

Class I structure permits are subject to the State of Indiana General Administrative Rules (GAR 675 IAC 12) regarding expiration time frames for beginning and completing construction.

I, the undersigned, agree that any construction, reconstruction, enlargement, relocation, or alteration of a structure, or any change in the use of land or structures requested by this application will comply with and conform to all applicable laws of the State of Indiana and the Carmel Unified Development Ordinance (Z-625-17) and amendments, adopted under authority of I.C. 36-7 et seq, General Assembly of the State of Indiana, and all Acts amendatory thereto. I further certify that only kitchen, bath, and floor drains are connected to the sanitary sewer. I further certify that the construction will not be used or occupied until a Certificate of Occupancy or of Substantial Completion has been issued by the Department of Community Services, Carmel, Indiana.

Signature of Owner or Authorized Agent _____

Printed Name _____

Date _____

REQUIRED BASE INSPECTIONS *

* Additional inspections may be required.

☐ Site / Final

Reviewed / Released – Department of Community Services

Date _____

PERMIT FEES

Filing / Review _____

Re-Review _____

Base Inspections _____

Cert. of Occupancy _____

Other _____

P.R.I.F. _____

TOTAL _____

Fee Received – Department of Community Services

Date _____



Demolition Permit Requirements

City of Carmel / Clay Township

Building & Code Services

One Civic Square, Carmel, IN 46032

Ph: (317) 571-2444 Fax: (317) 571-2499

Review and Issuance of a permit requires that the following must be submitted:

1. Completed Application (Application is a three-part form available in the Building & Code office) **Note: A separate permit application must be completed per parcel**
2. Provide a Utility Disconnect Receipt or Letter from each provider on Location
3. **Two Copies** of a Site Location/Site Plan (on paper no larger than 11" X 17") with the following information and nothing less:
 - Tax Map Parcel Number for the parcel on which the demolition is to occur
 - Location of all structures on the lot, with the structures dimensions
 - Property boundaries and dimensions including distances to the structure(s) to be demolished
 - All neighboring structures within 100 feet of the proposed demolition
 - Streets, alleys, other manmade or natural features, north arrow, sidewalks, aprons, etc.
 - Location of proposed dumpster, if used
 - Location of all Utilities
4. Provide **Certified Plumbing Contractor** information (*Contractor who will cap the sewer line at the property line*)
5. **Right of Way Permit** required from the City of Carmel Engineering Office (317) 571-2441
6. If the project will disturb ¼ acre or more, then a **Storm Water Permit** must be obtained from the City of Carmel Engineering Department. Please call the Storm Water Administrator at 317-571-2441 for more information. (1/4 acre=1,890 square feet or approximately 100'X110')
7. Historic Preservation Committee approval required. Building & Code Services will notify committee members.
8. This form completed and signed by the appropriate departments.

The following must be complied with once permit is issued:

- A demolition permit will be issued when a structure is to be removed completely, including the foundation, and the property **must be graded and seeded after removal** unless new construction will take place within ninety (90) days on the location.
- Work shall start immediately and must be completed **180 days** from issuance
- The progress of the work shall be executed so as not to create a danger to the public
- **All rubble and debris** from demolition to be removed from parcel before site inspection can be performed
- **Must meet all requirements** of the codes and Ordinances (existing well, septic, fuel tanks)
- The applicant or owner is responsible for obtaining a certified plumbing contractor to cap the sewer at the property line. **NO PERMIT REQUIRED FOR SEPTIC TANK CRUSH AND FILL** if applicable. Removal and/or crush and fill of tank to be included on demolition permit, septic tank to be pumped and either filled or crushed as part of demolition contractors responsibility

Complete the Following:

Address of demolition

Tax Map Parcel #

Owner(s) Name and Address

Additional Structure(s) on site: Yes / No (If yes, please list the number and type(s) of structure on the lines provided. If one of the structures has a separate street address than the primary structure on the parcel—please also include that information.)

(Print)

ADDRESS: _____ PERMIT _____



CITY OF CARMEL DEMOLITION APPROVALS

	AGENCY	CONTACT	NOTES
<input type="checkbox"/>	Carmel Historic Preservation Committee	Jennifer Hershberger 408-9071 jdherhberger@gmail.com	
<input type="checkbox"/>	Carmel Historic Preservation Committee	Mark Dollase 639-4534 Mdollase@indianalandmarks.org	
<input type="checkbox"/>	Carmel Historic Preservation Committee	Nick Davis ndavis@bdmd.com	
<input type="checkbox"/>	Carmel Planning & Zoning	Angie Conn 571-2417 aconn@carmel.in.gov	
<input type="checkbox"/>	Carmel Utilities	Brett Ransford 733-2846 bransford@carmel.in.gov	
<input type="checkbox"/>	Hamilton County Health Department	Jason LeMaster 776-8500 health@hamiltoncounty.in.gov	
<input type="checkbox"/>	Carmel Engineering Right-of-way Permitting	Aaron Hoover 571-2441 AHoover@carmel.in.gov	
<input type="checkbox"/>	Carmel Engineering Storm Water	John Thomas 571-2441 jthomas@carmel.in.gov	
<input type="checkbox"/>	Vectren Energy	Joanie Clark 776-5532 jclark@Vectren.com	
<input type="checkbox"/>	Indianapolis Power & Light	Dan Davenport 261-8133 dan.davenport@aes.com	
<input type="checkbox"/>	Hamilton County Highway Department	David Lucas 773-7770 David.Lucas@hamiltoncounty.in.gov	
<input type="checkbox"/>	Clay Township Regional Waste	Ryan Hartman 844-9200 Ryan.hartman@ctrwd.org	
<input type="checkbox"/>	Duke Energy	Matthew Dayhuff 896-6726 matthew.dayhuff@duke-energy.com	
<input type="checkbox"/>	Hamilton County Surveyor's Office	Greg Hoyes 776-8495 Greg.Hoyes@hamiltoncounty.in.gov	